

*Security*  
28 December 1961

**MEMORANDUM FOR: Acting Executive Officer**

**SUBJECT : Report on Activities of Records Officer**

**A. CURRENT PROJECTS**

1. New Procedure, Equipment, and Forms for Receptionists
2. Revision of DPD Files and Procedures
3. Selection of New Copy-Reproduction Machine
4. Survey of Recurring Reports Office-wide
5. Assistance to SRD on New Equipment Purchases
6. Review and Up-dating of Vital Records Schedule

**B. CONTINUING ACTIVITIES (Since August 1961)**

1. Forms Analysis and Control  
Analyzed 44 security forms having an annual printing of over 2 million copies. Approved 36 and revised 5. Cancelled 3 (1/4 million annually).
2. Equipment Control  
Reviewed and approved six requisitions for ten pieces of new records equipment. Obtained seven new items for testing in our offices.
3. Records Systems Surveys and Assistance  
Conducted three procedure surveys and replied to requests for assistance from six Divisions and three staffs.

**4. Disposal of Inactive Records**

Promote, review, and approve records retirement. To date 182 cu. ft. were retired and 65 cu. ft. destroyed. This equals emptying 30 safes worth about \$15,000 and requiring the floor space of five desks.

**5. Development of Records Administration**

Increase individual records consciousness and competence in each office. Twenty-two people from three staffs and 3 of the 7 divisions were trained in retiring and recalling records from the Records Center.

**C. FUTURE PLANS**

- 1. Survey of SRD and PSD Case Control Desk**
- 2. Inventory of Total Records Holdings in Office of Security**
- 3. Internal Notice Announcing Records Officer Assignment and Services Available**
- 4. Conduct training in Records Maintenance for Office Employees**
- 5. Examine Records Automation Possibilities in the Office of Security**

**Records Officer, Office of Security**

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*Handwritten: [Signature]*

<b>TRANSMITTAL SLIP</b>		DATE <i>16 Jan 62</i>
TO:		
ROOM NO.	BUILDING	
REMARKS:		
<p><i>I thought you might be interested in seeing this rush report I prepared for [redacted] the day our meeting was broken up by a phone call.</i></p> <p><i>The report is brief and covers my first 5 months. It makes no mention of a month's orientation and gathering of scattered files of earlier ARO's.</i></p> <p><i>I hope the next report is better.</i></p>		
FROM: <i>Guine</i>		
ROOM NO.	BUILDING	EXTENSION

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FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

\*GPO : 1957 - O - 439445

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1. Forms Analysis and Control  
Analyzed 44 security forms having an annual printing of over 2 million copies. Approved 16 and revised 3. Cancelled 3 (1/4 million annually).
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3. Records Systems Surveys and Assistance  
Conducted three procedure surveys and replied to requests for assistance from six Divisions and three staffs.

**4. Disposal of Inactive Records**

Promote, review, and approve records retention.  
To date 182 cu. ft. were retired and 65 cu. ft. destroyed. This equals emptying 38 safes worth about \$13,000 and requiring the floor space of five desks.

**5. Development of Records Administration**

Increase individual records consciousness and competence in each office. Twenty-two people from three staffs and 5 of the 7 divisions were trained in retiring and recalling records from the Records Center.

**C. FUTURE PLANS**

- 1. Survey of S&D and P&D Case Control Desk**
- 2. Inventory of Total Records Holdings in Office of Security**
- 3. Internal Notice Announcing Records Officer Assignment and Services Available**
- 4. Conduct training in Records Maintenance for Office Employees**
- 5. Examine Records Automation Possibilities in the Office of Security**

**Records Officer, Office of Security**

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